Civil Works Program and Budget Process Add Process No. 1022 Response: Accepted & Reworded. See master document

No NWD representative present during comment review.

Scope

# Need to differentiate the scope statements and titles for each of the 6 CW processes.

Response: BP team will review and respond

This process provides guidance for development and submission of the budget for the U.S. Army Corps of Engineers, Civil Works program. The process for a given fiscal year extends over a 21-month period. Therefore, budgetary actions among current CFY, BY, and PY **Program Year?** (why not BY+1?) overlap. Response: BP team will review and respond

Balancing work priorities against constrained budget ceilings is a highly dynamic process. Initial estimates are based on assumption of unconstrained budgets, then subsequently adjusted. Do we have to "feed the beast" everytime there is a change? Need the ability to adjust the data at program level, without duplicative re-entry at the lower level.

Inclusion of budgetarty supporting data into P3e-Oracle does not appear to be an improvement over existing process and will not provide efficiencies or cost saving, but will be an added expense for our cost sharing sponsors to bear. Response: BP team will review and respond

- Saving a "Constrained" budget-type in P3e will automatically trigger the P3e-Oracle Projects interface to pass "Constrained" budget-type to Oracle Projects. P2 will notify the Program Analyst that the "Constrained" budget-type has been sent to Oracle Projects.
- Once PM does recommended plan, then project is fit into ceiling, and adjustments need to be made back to PM.

#### **Policy**

<u>EC 11-2-18x[http://www.usace.army.mil/inet/usace-docs/eng-circulars/ec-cw.html]</u> (Note: The EC increases by one number each fiscal year. The EC includes a list of all applicable public laws, Executive orders, Army regulations, Engineer Regulations, Engineer Pamphlets, Engineer Manuals, and other policy guidance relevant to the budget year under development.)

ER 5-1-11[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

### **Related Processes**

<u>CEMRS Home Page[http://www.usace.army.mil/inet/functions/rm/manpower/requirements/]</u>

Civil Works O&M Automated Budget System (ABS) Home Page[http://www.cecer.army.mil/abs/default.asp]

Civil Works Program and Budget Process-Section 1[PROC1027]

Civil Works Program and Budget Process-Section 2[PROC1028]

Civil Works Program and Budget Process-Section 3[PROC1029]

Civil Works Program And Budget Process-Section 4[PROC1030]

Civil Works Program and Budget Process-Section 5[PROC1031]

District Operating Budget[PROC1015]

PMP/PgMP Content[REF1018]

Project Execution and Control[PROC1017]

Receipt of Funds[PROC1001]

#### Responsibility

The Program Managers (PgMs) in HQUSACE, MSCs, and Districts are responsible for integrating and developing the Civil Works annual budget request, preparation of budget testimony, interfacing with Congressional committees, program/project management policy and guidance, and program management and performance.

USACE Project Management Business Process Manual

Research & Development Program-Specific Information

PROC10222

#### Distribution

District Program Manager (PgM)\*
Headquarters (HQUSACE) Program Manager (PgM)\*
Major Subordinate Command (MSC) Program Manager (PgM)\*

## Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

# **Activity Preface**

This process runs concurrently with the PDT processes. The level of detail defined in <u>PMP/PgMP</u> <u>Content[REF1018]</u> will provide guidance for such items as activity/resource estimate development. <u>Receipt of Funds[PROC1001]</u> will involve the work allowance, as well as the Continuing Resolution Authority (CRA) <u>Success during CRA would be dependent on detailed schedule breakouts being generated in P2 – must be done upfront.</u> Response: P2 data will assist Program Manager during CRA submittal. <u>Need to address reprogramming processes during the course of the CFY.</u> Response: Will be covered in CW Program-specific documents. <u>Further refinement should clarify processes at various organizational levels and develop the equivalent of separate but integrated plans for PDT, MSCs, and HQ. Response: Rejected, We are rewriting this process, but are not sure we understood your comment; no NWD representative available to explain comment. A verification with the <u>District Operating Budget[PROC1015]</u> is done once funds are received. Complete the program and budget cycle by continuing with <u>Project Execution and Control[PROC1017]</u>.</u>

# Headquarters (HQUSACE) Program Manager (PgM), Major Subordinate Command (MSC) Program Manager (PgM), District Program Manager (PgM)

Develop and integrate the program and budget guidance per the following schedule: Clarify that this process is for program purposes. Response: Rejected, We are rewriting this process, but are not sure we understood your comment; no NWD representative available to explain comment. Initial Activities (Start about 21 months before the beginning of the program year).

- a. FEBRUARY Initial OMB ceiling.
- b. FEBRUARY OR EARLIER Preparation of Cost Estimates, including Schedule and Cost Change Requests (SACCR's).
- c. MARCH/APRIL/MAY Preparation of draft field program and budgetary requirements and supporting justification.
- d. MARCH/APRIL HQUSACE (CECW-B) issues Program and Budget Engineer Circular (EC 11-2-xxx) guidance for major appropriations.
- Initial Field Submission and HQUSACE Review.
  - a. MAY/JUNE Field preparation, review and submission of alternative level programs.
  - b. JUNE/JULY/AUGUST HQUSACE/OASA(CW) review and evaluation.
  - c. AUGUST OMB may adjust ceiling and budget criteria.

Refer to Civil Works Program and Budget Process-Section 3[PROC1029].

- HQUSACE Budget Allowance and OMB Submission.
  - a. AUGUST HQUSACE advises Divisions and Districts of allowances to be used for presentation to OMB
  - b. AUGUST HOUSACE prepares and presents overall Corps budget summary to OASA(CW).
  - c. AUGUST/SEPTEMBER Field preparation of supporting data to justify budget.
  - d. SEPTEMBER Final OASA(CW) review.
  - e. OCTOBER Transmittal of recommendations to OMB and OMB hearings and review.

Refer to Civil Works Program and Budget Process-Section 1[PROC1027].

- OMB Budget Allowance (Passback).
  - a. NOVEMBER OMB furnishes thru OASA(CW) to HQUSACE overall budget allowance for programs, studies, and projects.

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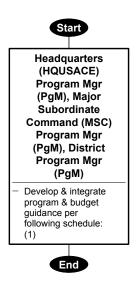
- b. DECEMBER Preparation of the final budget submission in support of the OMB allowances.
- Congressional Submission.
  - a. DECEMBER/JANUARY Final budget justification and other budgetary information are submitted to HQUSACE through the Division.
  - b. JANUARY/FEBRUARY HQUSACE prepares additional supporting information on the Corps budget.
  - c. FEBRUARY President submits his budget to Congress no later than the first Monday in February. HQUSACE furnishes detailed justifications and supporting data to the Congressional Committees.
  - d. DECEMBER/JANUARY/FEBRUARY Districts, Divisions, and HQUSACE prepare additional information needed by the Division Commander, Director of Civil Works, Chief of Engineers, and ASA(CW) to defend the President's Budget request before Congress.

Refer to Civil Works Program and Budget Process-Section 2[PROC1028].

- Defense Before Congress.
  - a. FEBRUARY Assistant Secretary of the Army (Civil Works) and Chief of Engineers (Policy Statements).
  - b. FEBRUARY Division Commanders (Status Reports).
  - c. FEBRUARY Director of Civil Works, Remaining Items.
  - d. MARCH/APRIL Non-Departmental and Local Interests testimony (support and opposition).
  - e. JUNE Senate Recall Testimony (Director of Civil Works), when scheduled (last time was in 1980). Refer to Civil Works Program And Budget Process-Section 4[PROC1030].
- Appropriations Bill (Customarily originates in the House).
  - a. MAY House Subcommittee on Energy and Water Development reports its recommendations to the Appropriations Committee.
  - b. JUNE Committee makes recommendations to the full House.
  - c. JUNE House Bill passed, possibly with floor amendments, and sent to the Senate.
  - d. JUNE Senate Subcommittee on Energy and Water Development reports its recommendations to the Appropriations Committee.
  - e. JUNE/JULY Committee makes recommendations to the full Senate and Bill is passed, possibly with floor amendments.
  - f. JULY House and Senate Appropriations Committees meet jointly as the Committee of the Conference to resolve differences in their respective Bills.
  - g. JULY/SEPTEMBER Conference Committee version of the Bill is presented to the full House and Senate for passage (amendments beyond Conference agreement not permitted).
  - h. JULY/SEPTEMBER Congress sends Bill to the President for signature (President has ten days, excluding Sundays, to sign or veto... otherwise, Bill automatically becomes law).
- Allotments of Appropriated Funds.
  - a. OMB must apportion funds to HQUSACE 30 days after appropriation or 20 days before 1 October, whichever is later.
  - b. HQUSACE issues initial work allowances and allotments to Districts through the Divisions by 1 October (or later if appropriations and/or apportionments are late, which may constitute a continuing resolution (CRA) for which additional guidance is provided).
  - Throughout the fiscal year, program execution schedules are developed, monitored, and adjusted as needed.
  - d. Program execution performance is briefed to the Chief of Engineers at the quarterly Command Management Reviews (CMR), attended by Division commanders.

Refer to Civil Works Program and Budget Process-Section 5[PROC1031].

End of activity.



**Civil Works Program and Budget Process Flowchart**